

**CONFIDENTIAL**

OTE 87-5209

17 JUN 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT:

1988

Conference Schedule

1. Prior to finalizing our conference schedule for 1988, we would like to schedule any management or planning conferences you or your staff may be interested in for the period January-September 1988. Please forward your plans by 1 July.

2. Our schedule for the remainder of 1987 indicates that we have reserved 20-22 September for the Career Management Staff (MG Careerists).

7 June 87

Distribution:

Orig. - Addressee

1 - D/OTE Chrono

1 - AD Chrono

1 - DC/AD Suspense

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